

1. Title : Chief, Records Administration Staff  
Central Intelligence Agency, Washington, D. C. 20505
2. Grade : GS-15 3. Birth : August 1905, Bryantown, Md.  
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4. Residence : [REDACTED] Chevy Chase 15. Md.
5. Education : 1925-26 John Hopkins University  
1926-29 University of Maryland-BS

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[REDACTED] has completed various courses in Paperwork Management at American University and Government-sponsored training facilities, including Institute on Records Management, Symposium on Office Information Retrieval, Source Data Automation, and Federal Records Management Officers Course.

6. Government Service : 32 Years  
1934-35 Department of Agriculture, Supervisor of a Tabulating Machine Unit  
1935-36 Federal Power Commission, Supervisor of Statistical Operations  
1936-42 Social Security Board, Procedural Consultant  
1942-45 Federal Works Agency, Administration Analyst  
1945-51 U.S. Civil Service Commission, Organization and Methods Examiner  
1951-66 Central Intelligence Agency

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[REDACTED] came to CIA in May 1951 as Chief of the General Services Division. In this position he was responsible for paperwork management programs affecting printing and reproduction activities, records management, standardization of filing equipment and supplies, and mail and filing operations. In February 1953 he was appointed as the Agency's top Records Management Officer to vitalize its records program through a system of decentralized administration in which he remained responsible for top-level policy guidance, coordination, and staff assistance. He has continued since 1953 to direct the Agency's records programs as Chief of its Records Administration Staff, supervising specialists in the administration of records material, including vital records, reports, forms, correspondence, and filing systems and equipment. He has been responsible for developing standards, guides and policies for paperwork management, records disposition and the operation of the Agency Records Center.

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7. Membership in Organizations: [REDACTED] is a member of the following professional organizations: Society of American Archivists, Association of Records Executives and Administrators, and Federal Interagency Records Administration Conference. He has been President of the Chevy Chase Gardens Citizens Association and President of the Washington Alumni Chapter of Delta Sigma Phi Fraternity.